

RENEWALS OF PRE-LICENSING TRAINING COURSES AND INSTRUCTORS

IF YOUR PRE-LICENSING COURSE (S) ARE NOT REVIEWED AND APPROVED FOR RENEWAL ON OR BEFORE JUNE 30, 2003, YOU CANNOT HOLD PRE-LICENSING CLASSES EFFECTIVE JULY 1, 2003.

The Kentucky Department of Insurance has directed Experior Assessments, LLC to **review and approve** all pre-licensing courses and instructors as a condition for renewal for the period beginning July 1, 2003.

What you should do:

- If you do **not** wish to renew any of your courses or instructors, return the renewal information marked "Expire", and sign the renewal. These courses and instructors will expire on **July 1, 2003**, and you must cease presenting the courses or using the instructors for pre-licensing courses at that time.
- If you **do** wish to renew the course(s) or instructor(s), return the renewal information and the Renewal Fee payment for those courses and instructors to be renewed (payable to Kentucky State Treasurer) as follows: \$50 per course, and \$5 per instructor to be renewed or added. You may expire courses that are no longer in use, or instructors who are no longer conducting courses by indicating "Expire" on the renewal page. Corrections in contact person, mailing address, etc. may also be made on the renewal page. Mail the renewal page and renewal fees to:

**Department of Insurance
Agent Licensing Division
P.O Box 517
Frankfort, KY 40601**

Do not send fees to Experior

PRE-LICENSE TRAINING PROGRAM AND INSTRUCTOR REVIEW:

- You **must** forward each course outline and timeframe, along with information on the course material being used as stated in the Experior Assessments packet attached. Additionally, you **must complete the form CE/PL-200 for each instructor to be renewed or added.** You must include a **copy** of your renewal information (attached) with your submissions. Mail to:

**Experior Assessments
Attn: Kentucky CE Submissions
1360 Energy Park Drive
St. Paul, MN 55108-5252**

Do not send fees to Experior.

Note the following:

- Course and instructor renewal information must be mailed to Experior. Renewal payments must be received by the Department **no later than June 30, 2003.**
- Over time, course content may have become outdated. You are required to update courses to reflect changes in statutes, policy limits, policy forms, endorsements and the like.
- Experior will determine if courses and instructors qualify for renewal, and will issue a renewal certificate upon approval, provided all renewal fees have been paid to the Department. You may include a copy of the check mailed to the Department of Insurance for renewal fees for quicker verification by Experior.

**Experior
1360 Energy Park Drive
St. Paul, MN 55108-5252**

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